

Westford Bylaw Review Committee

MINUTES

May 12, 2008

7:30 pm

Millennium School room 4

Present at the meeting were: Lynn Cohen, Chair, Amber Brown, David Chandler & Kaari Mai Tari, Ex Officio.

1. Minutes: No minutes reviewed.
2. Guidelines for drafting and submitting bylaw amendments: Members continued discussing guidelines for drafting and submitting bylaw amendments, including whether there should be two separate documents for citizens and boards/committees, adding definitions, providing a packet of information, including a template, guideline and checklist and to ask citizens who have or are considering submitting petition articles to review the guidelines.
3. Effective dates of bylaws: Members discussed the fact that only Town Meeting dates and not effective dates of bylaws (approval obtained from the Attorney General's office) are included in the current bylaw book. Members will consider whether to add the effective dates to the bylaws.

The meeting adjourned at 9:00pm.